Northern Marianas College

CS 103 – Introduction to Computers

Credits: 3   This is a required course for Business Administration and Liberal Arts degrees.
Prerequisites: English Placement Level - EN 083/EN 084

Section 3: Monday and Wednesday   11:00am to 12:25pm Building W - Room 2
Section 4: Monday and Wednesday   2:00pm to 3:25pm   Building W - Room 2
Section 5: Monday and Wednesday   3:30pm to 4:55pm   Building W - Room 2
Section 7: Friday   9:00am to 11:55pm   Building W - Room 2
>   Note: You must attend your assigned section because of limited seating and computers.
>   For an excused absence you may attend an alternative section with the instructor's approval.

Instructor: Robert M. Laurie

Office: Building V - Room 201, Business Department
Telephone: (670) 234-5498, ext. 1814
Email: rlcnmi-nmc@yahoo.com
Web Site: http://www.islandman.org

Required Materials:

1. Textbook: <u>The Exploring Series, Microsoft Office 2003, Vol. 1, 2nd Edition</u>,
    Grauer, R. and Barber, M., Pearson Education, Inc., 2006, ISBN: 0132210703

2. Computer Data Storage Device: <u>USB Thumb Drive</u>, 128MB minimum

COURSE DESCRIPTION:

This is an introductory course covering the Personal Computer (PC) and common computer application programs. The course covers the basics of a PC system, the Microsoft Windows Operating System, and common Microsoft Office Applications: Word (word processing), Excel (spreadsheets), Access (databases), and PowerPoint (presentation graphics).

COURSE OUTLINE:

1. Word Processing using Microsoft Word (pp. 73 to 280)
2. Windows XP Operating System Essentials (pp. 1 to 72)
3. Essential Computing Hardware and Software Concepts (pp. 889 to 922)
4. The Internet and World Wide Web (pp. 825 to 888 and pp. 928 to 944)
5. Spreadsheets using Microsoft Excel (pp. 281 to 496)
6. Databases using Microsoft Access (pp. 497 to 704)
7. Presentation Graphics using Microsoft PowerPoint (pp. 705 to 768)

STUDENT LEARNING OUTCOMES:

Upon successful completion of this course, students will:

1. Use MS Word to write, format, and print word processing documents.
2. Use the Windows XP operating system to do common file management tasks.
3. Demonstrate understanding of basic PC hardware, identify input and output devices, the processing unit, memory, and peripherals devices.
4. Use MS Excel to organize, calculate, and format data in a spreadsheet.
5. Use MS Access to organize information into database tables, forms, and reports.
6. Use MS PowerPoint to create a presentation show and print presentations.
7. Understand basic computer network concepts, the Internet, and the Worldwide Web.
8. Create documents, with linked and embedded data between application programs.

METHOD OF EVALUATION:

Students will be evaluated on the basis of class attendance, assignments, and exams. The total points for the course is approximately 400 points. There is no extra credit so attend class and do your best on the assignments and exams.

Evaluated Items	Percent
Exams	40%
Assignments	55%
Attendance	5%
Total	100.0%

Grade	Percent
A	100.0 to 90.0%
B	89.9 to 80.0%
C	79.9 to 70.0%
D	69.9 to 60.0%
F	Less then 60%

Exams:

Exams will be given during the semester to cover each topic incrementally.

Assignments:

Assignments will be given throughout the semester of various point values. Assignments must be submitted on the due dates at the beginning of class. Late assignments will be reduced approximately 50% for each class period late. If any portion of a project is Plagiarized (Using another's work and representing it is your own), then all students with copied work will receive a score of zero.

Attendance and Attentiveness:

Class attendance is mandatory. If a student does not attend a class they will loose 4 points. If a student is absent for six classes they fail the course. If student is tardy they will loose a proportionate number of points. If you miss a class or are late for class, it remains your responsibility to obtain information concerning material covered and assignments. Only students with officially excused absences confirmed via email will be able to make up the exams and assignments, others will receive a grade of zero. You need to provide documentation verifying the excused absence.

Students engaged in non-class activities during class will receive a point reduction for non-attentiveness.

ETIQUETTE AND CLASS POLICIES:

1. There is no extra credit so do your best on the assignments and exams.

2. I will only accept and grade paper documents. Emailed documents will not be graded.

3. You must take the test at the scheduled date and time. There will be no make-ups.

4. Do not be rude by engaging in conversation with other students when the instructor or another student is speaking in class.

5. Please be attentive and listen to lectures. You need this important information to do the assignments efficiently. There is not enough time to repeat lectures individually.

6. The computers in the lab are to be used by students to do class assignments when class time is allocated. Students will be penalized for engaging in email or online chatting.

7. Students must turn in all assignments on the due date within the first five minutes of their assigned class. Late assignments will be reduced 50% for each class period late.

8. You are expected to read all assigned reading before coming to class. Coming to class prepared will allow you to do the assignments efficiently.

9. I encourage forming study groups to enhance learning, and recommend exchanging telephone numbers and email addresses with other students in your class.

10. If you have a cell phone (or text phone), turn it off while you are in class.

11. Smoking, eating, drinking, and betel nut chewing are not allowed in the classroom. Do not bring food or drink into the classroom.

STUDENTS WITH DISABILITIES:

The Northern Marianas College is committed to ensuring, through a variety of services, facility and program access to students with either permanent or temporary disabilities. The Disability Support Services Program coordinates NMC's accommodations for students with documented disabilities. Accommodations are determined on a case-by-case basis at the request of the student. Please contact Counseling Programs and Services (Bldg. I) for disability information and services.

STUDENT DISSATISFACTION WITH THE COURSE:

If a student is dissatisfied with any part of this course, he/she is encouraged to discuss it with the instructor. If he/she believes that the instructor is unwilling or unable to help with the concern(s), the student may bring the matter to the attention of the Academic Counselor. If the Academic Counselor can't resolve the issue, the student may bring the matter to the attention of the following, in the order listed:

1. Department Head: Business, Hospitality and Computer Department
2. Dean of Instruction